

Claims Register

The **Claims Register** report can be generated from the Reports hyperlink or from the Query menu from the CM/ECF Main Menu Bar.

STEP 1 Click on Reports on the CM/ECF Main Menu. (See Figure 1.)



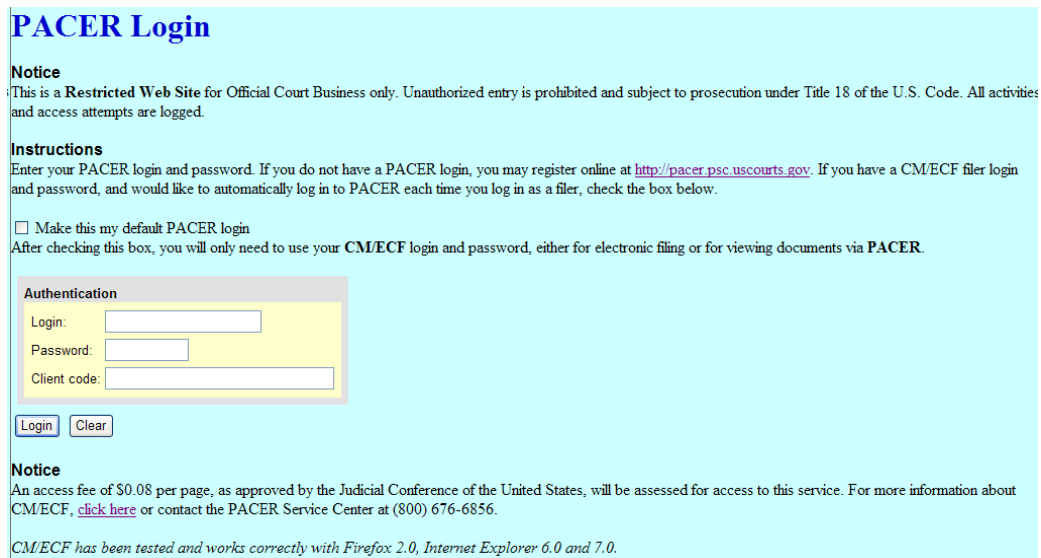
Figure 1

STEP 2 The **REPORTS** screen will then be displayed. (See Figure 2.)



Figure 2

- ◆ Select the Claims Register hyperlink.

STEP 3 The PACER login screen may display (See Figure 3.)

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

☐ Make this my default PACER login
After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.

Authentication

Login:

Password:

Client code:

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

Figure 3

- ◆ After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

STEP 4 The **Claims Register** information screen displays next.
(See Figure 4.)

Claims Register

Case number

Creditor type
Creditor
Administrative

Creditor number

Creditor name

Claim number to

☒ Filed to
☐ Entered

Sort by

Figure 4

- ◆ Claim Register information can be requested by and limited by:
 - Case Number, (a required field)
 - Creditor Type,
 - Creditor Number,
 - Creditor Name,
 - Claim Number or Number Range,
 - Filed or Entered Date or Date Range.
- ◆ To view all claims activity for a case, enter only the case number.
- ◆ Claims can be sorted by
 - Claim Number,
 - Creditor Name,
 - Filed Date,
- ◆ After entering or selecting the desired criteria, click [**Run Report**] to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 5 The **Claims Register** screen is displayed. (See Figure 5.)

Western District of Kentucky Claims Register		
08-30005 Grace Ritterson		
Judge: Joan A. Lloyd		Chapter: 7
Office: Louisville		Last Date to file claims:
Trustee: Julie Brown Apperson		Last Date to file (Govt):
Creditor: (5238) Ford Motor Credit c/o Dennis M. Ostrowski Mapother & Mapother 801 W. Jefferson St. Louisville, Ky 40202	Claim No: 1 Original Filed Date: 08/26/2008 Original Entered Date: 08/26/2008	Status: Filed by: CR Entered by: Attorney, Joseph Modified:
Unsecured claimed: \$5000.00		
Total claimed: \$5000.00		
History: Details 1-1 08/26/2008 Claim #1 filed by Ford Motor Credit, total amount claimed: \$5000 (Attorney, Joseph)		
Description:		
Remarks:		
<p align="center">Claims Register Summary</p> <p align="center">Case Name: Grace Ritterson Case Number: 08-30005 Chapter: 7 Date Filed: 05/22/2008</p>		

Figure 5

- ◆ **Figure 5** shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- ◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
- ◆ Additional information about each claim is displayed.
 - Judge
 - Chapter
 - Office
 - Last Date to File Claims
 - Claims bar date set at the §341 Meeting setting or trustee's asset notice.
 - Last Date to File (Govt) Governmental claims bar date set when the petition was filed for asset cases.
 - Trustee

- ◆ This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.
- ◆ At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims. (See Figure 6.)

Claims Register Summary		
Case Name: Grace Rittperson		
Case Number: 08-30005		
Chapter: 7		
Date Filed: 05/22/2008		
Total Number Of Claims: 1		
	Total Amount Claimed	Total Amount Allowed
Unsecured	\$5000.00	
Secured		
Priority		
Unknown		
Administrative		
Total	\$5000.00	\$0.00

Figure 6

- STEP 6** To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.